

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400, BOX 1000  
APO AE 09128

ECJ1-A

11 August 1997  
EXPIRATION DATE: 10 August 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USEUCOM Policy Letter Number 97-03 (CASUALTY ASSISTANCE OFFICER (CAO) ASSIGNMENT)

1. **Purpose.** This memorandum prescribes policies for assigning Casualty Assistance Officers (CAOS) at HQ USEUCOM in the event of a casualty during peacetime operations.
2. **Proponent and exception authority.** The proponent of this memorandum is ECJI -A. The proponent has the authority to approve exceptions to this memorandum that are consistent with controlling laws and regulations.
3. **References.**
  - a. DODI 1300.18, Military Personnel Casualty Matters, Policies and Procedures.
  - b. AR 600-8-1, Army Casualty Operations/Assistance/Insurance.
  - c. AF Instruction 36-3002, Casualty Services.
  - d. BUPERSINST 1770.3, The NAVY Casualty Assistance Calls Program (CACP) Manual.
  - e. MCO P3040.4D, Marine Corps Casualty Procedures Manual (MARCORCASPROC MAN).
4. **General.** Each Directorate/Special Staff Office is responsible for supporting the Casualty Assistance Program in full compliance with appropriate defense and service-related regulations.
5. **Responsibilities.**
  - a. Selection of CAO is determined by the Directorate/Special Staff Office to which the casualty was assigned. In the event that no in-house candidate is available, the Chief of Staff will designate the Special Staff Office/Directorate to support.
  - b. Personnel assigned to USEUCOM Security Assistance Offices are the responsibility of ECJ4.

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c. Personnel assigned to Military to Military Contact Teams are the responsibility of ECJ5.

d. Personnel assigned to USEUCOM special activities are the responsibility of the heads of those activities.

6. **Procedures.**

a. ECJ I -A will:

(1) Receive notification from component Casualty Affairs Branch and alert the Directorate/Special Staff Office to which the casualty was assigned.

(2) Task affected Directorate/Special Staff Office to provide name of selected CAO. Selection and notification will be accomplished NLT 24 hours following casualty notification.

(3) Prepare, maintain and provide to USEUCOM CAOs a casualty assistance information package.

(4) Provide component Casualty Affairs Branch with name of selected CAO in a time sensitive manner.

(5) Maintain follow-through liaison with component Casualty Affairs Branch as required.

b. Directorates/Special Staff Offices will:

(1) Upon notification by ECJ1-A, immediately but NLT 24 hours following notification appoint a CAO to perform duties outlined in appropriate regulations and provide the selected CAO's name to ECJ 1 -A.

(a) Unless otherwise authorized by applicable component Casualty Affairs Branch, the CAOs will normally be at a commensurate rank or grade and from the same service as the casualty.

(b) Duties may include but are not limited to transporting funds to cover body travel arrangements, escorting family members and the body to the place of burial, and attending funeral services.

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(2) Ensure all duties required are performed in accordance with full intent of the Casualty Assistance Program, to include completion of any service-specific after-action reports.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON III  
Lieutenant General, USA  
Chief of Staff

/S/  
SUSAN M. MEYER  
LTC, USA  
Adjutant General

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